UNITED STATES DISTRICT COURT
DISTRICT OF DELAWARE

COPY ORDER FORM

(Document Tracking/Charge Out)

CASE NUMBER: CIV MISC CRIM MAG # _____

CASE CAPTION: _____ vs. _____

REQUESTOR'S NAME AND PHONE #: _____

FIRM/ORGANIZATION/ADDRESS: _____

_____

INCLUDE EXHIBITS OR ATTACHMENTS (when applicable)?   (YES)   (NO)   **Clock and initial when order is received**

ITEMS REQUESTED

D.I. # /Document Info.	**D.I. # /Document Info..**	**D.I. # /Document Info..**

(Prohibited = Sealed documents, steno notes, transcripts before 5/17/08)   **Clock and initial when documents are ready for pickup**

COPY TOTAL   pages_____ $_____

OPINION TOTAL   pages_____ $_____

CERTIFICATIONS   # of docs_____ $_____

                                      GRAND TOTAL $_____

(Order completed by _____ on _____)

Follow-up by:_____ on_____)

cc: **Case File** (check out record - removed when docs are refiled);
        Records Clerk (suspense copy; then final record copy);
        Customer (awaiting pymt/pickup/accompany completed order)

Clock and initial when order is completed (Original = Records Clk)